

SYSTEM TRAINING REQUIREMENTS

FULL ACCESS (UPDATE) OPERATORS			
<u>WHO:</u>	<u>TRAINING:</u>	<u>BIENNIAL RECERTIFICATION:</u>	<u>MISCELLANEOUS:</u>
Any operator who has a CLETS User ID and password and makes inquiries into any CLETS system and/or performs update functions into CLETS.	Within SIX months of appointment, SIX hours of CLETS/NCIC training by a certified CLETS trainer, AND completion of a current Full Access Operator Proficiency Exam.	Every TWO years, completion of a current Full Access Operator Proficiency Exam, with a passing score of at least 70%. The operator must also have timely access to DOJ Information Bulletins, CLETS/NCIC Manuals and updates.	POST sponsored Peace Officer or Dispatcher training academies provide only the basic 4 hour or 6 hour blocks of CLETS training. Agency must follow up with agency specific update/inquiry level training AND Full Access Operator Proficiency Exam.

LESS THAN FULL ACCESS (INQUIRY) OPERATORS			
<u>WHO:</u>	<u>TRAINING:</u>	<u>BIENNIAL RECERTIFICATION:</u>	<u>MISCELLANEOUS:</u>
Any operator who has a CLETS User ID and password and <u>only</u> makes inquiries into the systems.	Within SIX months of appointment, FOUR hours of CLETS/NCIC training by a certified CLETS trainer, AND completion of a current Less Than Full Access Operator Proficiency Exam.	Every TWO years, completion of a current Less Than Full Access Operator Proficiency Exam, with a passing score of at least 70%. The operator must also have timely access to DOJ Information Bulletins, CLETS/NCIC Manuals and updates.	POST sponsored Peace Officer or Dispatcher training academies provide only the basic 4 hour or 6 hour blocks of CLETS training. Agency must follow up with agency specific inquiry level training AND Less Than Full Access Operator Proficiency Exam.

PRACTITIONERS			
<u>WHO:</u>	<u>TRAINING:</u>	<u>BIENNIAL RECERTIFICATION:</u>	<u>MISCELLANEOUS:</u>
Any person who has ongoing access to CLETS provided information (documents, reports, etc.) This person is <u>not</u> a CLETS terminal operator.	Within SIX months of appointment, CLETS/NCIC security awareness training stressing policy, regulations and liability.	Every TWO years completion of Security Awareness Training. The Practitioner must also have timely access to DOJ Information Bulletins and CLETS/NCIC updates.	Peace Officers that have attended a POST sponsored academy since 1987 have fulfilled the initial training requirement. Update Security Awareness Training on a biennial basis.

ADMINISTRATORS			
<u>WHO:</u>	<u>TRAINING:</u>	<u>BIENNIAL RECERTIFICATION:</u>	<u>MISCELLANEOUS:</u>
Administrators and upper-level managers, regardless of CLETS operator status. (In addition to one of the categories above)	Within SIX months of appointment, CLETS/ NCIC security awareness training stressing policy, regulations and liability. Review and sign for the NCIC "Areas of Liability for the Criminal Justice Information System Administrator" packet.	Every TWO years completion of Security Awareness Training The Administrator must also have timely access to DOJ Information Bulletins and CLETS/NCIC updates.	If the Administrator is also a CLETS terminal operator, then the appropriate operator level training and Proficiency Exam criteria also applies.

Security Awareness Training for All personnel is required every two years. All training shall be conducted only by a DOJ certified CLETS/NCIC trainer. The agency shall maintain training records on all personnel having access to CLETS/NCIC information. The records must reflect the CLETS access level, date of training and dates of Proficiency Exams (with score or pass notation).

**SECTION ONE
FULL ACCESS AND LESS THAN FULL ACCESS OPERATOR
COMBINED WORKBOOK**

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